

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mr Higgins to the Minister for Housing and Community Development:

Contracts and Tenders

1. What contract assessments are in place to ensure public/community housing in remote communities is built at a reasonable cost? For example, one developer has told us a house which costs \$600,000 to build in remote areas could be built for \$400,000.

Assessing reasonable costs takes in to consideration past costs to build and physical locality of works to be delivered. The average cost for tenders awarded for new remote houses under the \$1.1 billion Remote Housing Investment Package is \$460 000.

2. From the Global Questions answers, IT Business Solutions won a competitive tender of \$177,975 for the design and development of the BushTel website. We can't seem to find reference to the tender in the "Awarded Tenders" list. Please advise if IT Business Solutions is a local company, how long was the project, when was it finalized and please provide us with the tender documents.

IT Business Solutions is a locally owned and operated business for over 15 years. The contract was awarded on 16 March 2016 and ceased on 30 June 2018.

The Request for Quotation document is at **Attachment A**.

3. From the answers to the Global Questions, JKW Law Practice conducted legal work for the agency for \$101,175 in the reporting period. Was that for a specific case or for a range of legal work?

This was for the provision of legal services on a range of matters.

4. What is the “elected member training package” delivered by Team Ambrose and Think About Learning at \$50,000 each?

This is a training package designed to provide elected Local Government representatives with an understanding of the responsibilities and duties of a council member.

Team Ambrose and Think About Learning were awarded a contract to develop one package each.



REQUEST FOR QUOTATION

REMOTE ENGAGEMENT & COORDINATION

RFQ NUMBER	Q15-0773
RFQ TITLE	DARWIN - PROVISION OF SERVICES TO UPGRADE THE REMOTE INFORMATION COORDINATION SYSTEM FOR A PERIOD OF 36 MONTHS
CLOSE DATE	2.00 PM AUSTRALIAN CENTRAL STANDARD TIME FRIDAY, 18 DECEMBER 2015 (LATE QUOTATIONS WILL NOT BE ACCEPTED)

HOW TO RESPOND TO THIS REQUEST FOR QUOTATION

Complete the Quotation Response Schedules provided separately. This will become your Quotation which may be lodged in any of the following ways:

By Electronic lodgement facility at: www.nt.gov.au/tenders

By FAX to: 08 8999 1935

Note: no other form of delivery is acceptable

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**ANNEXURE TO THE CONDITIONS OF QUOTING AND CONTRACT
QUOTATION – SERVICES PERIOD CONTRACT**

1. CONDITIONS OF QUOTING

The Conditions of Quoting applicable to this RFQ are the **Northern Territory Government Conditions of Quoting V5.1 (September 2015)**

2. CONDITIONS OF CONTRACT

The Conditions of Contract applicable to this RFQ are the **Northern Territory Government Conditions of Contract – Quotation Services Period Contract V5.1 (September 2015)**

Respondents please note:

Sections 1 and 2 comprising the Conditions of Quoting and Conditions of Contract are provided separately with the RFQ document.

Electronic copies are also available at:

www.dob.nt.gov.au/business/tenders-contracts/legislative_framework/tendering-contract/Pages/default.aspx

Alternatively hard copies (paper) are available from the point of issue of the RFQ.

You are advised to ensure you are familiar with the rules of quoting and with the contractual obligations of the parties under any subsequent Contract. You are further advised to reference the Annexure to Conditions of Quoting and Contract, which appear on the following pages that detail specific requirements applicable to this RFQ.

Q01 For enquiries contact <i>(Clause 2.5 – Condition of Quoting)</i>	Name	Procurement Services
	Telephone	(08) 8999 8428
	Email	ProcurementNetwork.Enquiries@nt.gov.au
Q02 Contact for Inspection of Site <i>(Clause 4 – Conditions of Quoting)</i>		Not Applicable
Q03 Contact for Industry Briefing <i>(Clause 5 – Conditions of Quoting)</i>		Not Applicable
Q04 Enquiries about lodgement contact <i>(Clause 15 – Conditions of Quoting)</i>	Name	Tenders Manager
	Telephone	(08) 8999 1934
	Email	CAPSAssist.NTG@nt.gov.au
Q05 Probity Advisor <i>(Clause 2.6 – Condition of Quoting)</i>		Not Applicable
Q06 Documents to be Lodged <i>(Clause 2.1 – Conditions of Quoting)</i>		RESPONDENT DETAILS DECLARATION BY RESPONDENT SCHEDULE OF RATES RESPONSES TO ASSESSMENT CRITERIA
Q07 Quotation Validity Period <i>(Clause 3 – Conditions of Quoting)</i>		60 Days
Q08 Industry Accreditation <i>(Clause 6 – Conditions of Quoting)</i>		No

**ANNEXURE TO THE CONDITIONS OF QUOTING AND CONTRACT
QUOTATION – SERVICES PERIOD CONTRACT**

Q09	Alternative Quotations	Alternative Quotations are not allowed	
	Conforming Quotation Required	Not Applicable	
	<i>(Clause 7 – Conditions of Quoting)</i>		
Q10	Part Offer Acceptable	No	
	<i>(Clause 8 – Conditions of Quoting)</i>		
Q11	Panel Contract	No	
	<i>(Clause 11 – Conditions of Quoting)</i>		
Q12	Common Use Contract	No	
	<i>(Clause 12 – Conditions of Quoting)</i>		
Q13	Indigenous Development Plan	Not Applicable	
	<i>(Clause 13.2 – Conditions of Quoting)</i>		
Q14	Indigenous Employment	Not Applicable	
	<i>(Clause 13.3 – Conditions of Quoting)</i>		
Q15	Changes to Conditions of Contract	Changes are allowed	
	<i>(Clause 18.2 – Conditions of Quoting)</i>		
Q16	Percentage Weightings & Assessment Criteria are	Past Performance	20%
	<i>(Clause 19 – Conditions of Quoting)</i>	Timeliness	10%
		Capacity	20%
		Local Development & Value Adding	20%
		Price	30%
		TOTAL	100%
Q17	Site Rules	Not Applicable	
	<i>(Clause 24 – Conditions of Quoting)</i>		
Q18	Security Conditions	Not Applicable	
	<i>(Clause 25 – Conditions of Quoting)</i>		
Q19	Specified Sub-Contractors	Not Applicable	
	<i>(Clause 26 – Conditions of Quoting)</i>		

**ANNEXURE TO THE CONDITIONS OF QUOTING AND CONTRACT
QUOTATION – SERVICES PERIOD CONTRACT**

Conditions of Contract

C01	Type of Contract <i>(Clause 3.1 – Conditions of Contract)</i>	Standing Offer
C02	Basis of Payment <i>(Clause 3.2 – Conditions of Contract)</i>	Schedule of Rates
C03	Contract Commencing <i>(Clause 3.3 – Conditions of Contract)</i>	Date of Acceptance
C04	Period of Contract <i>(Clause 3.3 – Conditions of Contract)</i>	36 months
C05	Extension Option <i>(Clause 3.4 – Conditions of Contract)</i>	Nil
C06	Price Adjustment <i>(Clause 3.6 – Conditions of Contract)</i>	Firm price for 12 months, then subject to annual review
C07	Principal's Representative is <i>(Clause 6.1 – Conditions of Contract)</i>	Title Chief Executive
		Address GPO Box 2850 Darwin NT 0801
		Facsimile (08) 8999 8626
C08	Address for service of Notices is <i>(Clause 14.1 – Conditions of Contract)</i>	Title Chief Executive
		Department Local Government and Community Services
		Address GPO Box 2850 Darwin NT 0801 Attn: Contract Manager Contract No.:Q15-0773
C09	Performance Plan Required <i>(Clause 21 – Conditions of Contract)</i>	No
C10	Public Liability Insurance required <i>(Clause 22.2 – Conditions of Contract)</i>	\$500,000
C11	Professional Indemnity Insurance required <i>(Clause 22.3 – Conditions of Contract)</i>	No
C12	Ownership of Intellectual Property <i>(Clause 23 – Conditions of Contract)</i>	Intellectual Property Owned by Territory

3. SCOPE OF SERVICES

3.1 INTRODUCTION

The Department of Local Government and Community Services (DLGCS) requires a Contractor to assist with the development of the Remote Information and Coordination System (RICS). RICS will be an amalgam of new and current systems (e.g. BushTel) used to store remote community information relevant to the coordination and support of remote service delivery for the DLGCS.

BushTel is a public website widely recognised as a source of community information by both public and government users. This is despite the lack of data maintenance and system support over the past several years. This reputation was gained through the unique nature of the system when it was originally developed and the “One Stop” service it provided on basic community information.

A recent health check of BushTel identified the sound architecture of the system and that it provides a good basis for redevelopment.

In support of BushTel, this project aims to develop a database to act as a repository for the storage of a broad range of community information, both quantitative and qualitative. This function was previously provided through the Community Information Access System (CIAS) which was decommissioned early 2014.

This project will redevelop current systems to enabling the capture, reporting and display of common community information in a public facing website and has been approved by government.

3.2 OBJECTIVE

The objectives of the project are to:

- Redevelop the BushTel website including the migration to more suitable operating systems, and
- Develop a safe and secure repository for quantitative and qualitative remote community information which supports BushTel and provides additional reporting functionality.

3.3 BACKGROUND

In 1996 a computer based data repository CIAS, was developed to record community and organisational information relating to all Northern Territory communities. Information contained in CIAS included governance structures, departmental grant funding, housing service providers, homelands service providers, agency services and departmental field reports.

At its peak, the system was widely used and embraced as a single source of information relating to Aboriginal communities by government agencies, service providers and the public. However, due to administrative changes within government and ensuing departmental restructures, the department originally responsible for maintaining and supporting CIAS was divided. Consequently ownership and management of CIAS was not clearly defined. This resulted in the technology and information contained in the system becoming dated and not able to support contemporary business requirements.

In addition to CIAS, a publically accessible website called BushTel was developed as another source of community information. BushTel is a publically available web based system that provides basic community information, predominantly geographical. While BushTel suffered from the same lack of maintenance and currency issues, it remains active and despite the dwindling level of updated information, is still used by both the public and a number of Northern Territory and Australian government departments.

The lack of a specific agency accepting responsibility has resulted in CIAS becoming unreliable, inaccurate and not recognised as a valued source of community information. As maintenance on BushTel has also stopped and it sources data from CIAS, it has also become outdated and less effective as a useful source of information.

3.4 PROJECT SCOPE

Inclusions

- The project will produce a spatial environment for the reporting of remote community information that is both public and private facing.
- The project will ensure any geo-reference will retain the standard spatial key that has been derived from Department of Lands, Planning and Environment.
- Re-development of the BushTel website and internal department systems to ensure up to date and accurate collection of community information.
- Review and upgrade of the CORP database to facilitate the effective collection, management and storage of community related information in a central location.
- Development of internal systems and interfaces to align with the current business needs of the department including but not limited to Land Tenure, Community Champions Program, Homelands, Indigenous Essential Services and Local Government.
- An assessment of external NT Government systems to identify data custodian of community information that relates to this project.

Exclusions

- The project **will not** duplicate business systems or business rules when linking information.
- The project **will not** introduce new IT business systems or business applications to fill a gap that sites outside of the DLGCS core functions.
- The project **will not** update the current structure of the original BushTel website.
- The project **will not** introduce or take ownership of data sources that sit outside of current DLGCS functions.

3.5 TIMELINE AND MILESTONES

Refer Attachment A for an overview of the milestones to be met by the Contractor, and anticipated timeline for the completion of these. The Contractor is responsible for communicating any delays to this timeline to the Contract Manager throughout the period of the Contract.

3.6 REPORTING AND PERFORMANCE

The Consultant will be required to report to the Remote Engagement and Coordination Unit on a monthly basis outlining the work completed to date. The performance of the Contractor will be measured against their ability to meet the key milestones outlined in Attachment A.

3.7 PROJECT MANAGEMENT

Project Management will be by the Department's Executive Management Committee chaired by the Chief Executive. The Remote Engagement and Coordination Unit will be responsible for delivery of the project.

An interagency working group will be established to provide advice to the development of common community profiles and other community information as required.

The interagency working group will be kept to a minimum of six members with support provided by the Remote Engagement and Coordination Unit and chaired by a representative from the DLGCS.

User acceptance testing and reviews will be undertaken as required with the approval for public facing information endorsed by the Interagency Working Group and approved by the Executive Management Committee.

3.8 INVOICING AND PAYMENT SCHEDULES

Payment will be made in accordance with Clause 24 of the Conditions of Contract on a monthly basis for services delivered in the month prior. The Contractor is encouraged, where possible, to lodge their tax compliant invoice online at <https://invoicentg.nt.gov.au>.

In order to facilitate timely payment, the invoice must clearly identify contract number Q15-0773 and be addressed as follows:

Department of Local Government and Community Services
Remote Engagement and Coordination
GPO Box 2850
Darwin NT 0801

Invoices may also be lodged via post or via email to tolga.hucent@nt.gov.au; however lodgement via Invoice NTG is strongly encouraged.